

MINUTES

DD/S STAFF MEETING

18 January 1972

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2. Security Classification Consciousness. Mr. Coffey commended this objective to the attention of Office Heads and originators of documents by suggesting that all personnel be more alert to the true classification of papers and documents; not to stamp everything Secret automatically, as is our common tendency. Personnel in the Support Directorate can do a great deal to make our classifications more appropriate.

3. Loan of CIA Employees to Other Government Agencies for Activities Within the United States. Mr. Coffey distributed to Office Heads a copy of the memorandum from Executive Director-Comptroller dealing with this matter. For Support components this is of frequent concern--particularly in the areas of clerical, instructional and security support. In the future, Office Heads will not concur in the loan of Agency personnel under these circumstances, unless directed by higher authority. Very routine requirements may be approved as exceptions to the policy.

4. Support Directorate Security Violations During December 1971. The Directorate incurred 4 security violations during December: 1 - OE; 1 - OMS; 2 - OP. This figure represents an improvement over December 1970.

5. Microfilm Seminar. [] presented a short briefing on the microfilm seminar being presented this week in all four Directorates. The objective of the seminar is to have senior officers of the components view the equipment, learn its capability, see examples of material on film, and the use to which this technique may be applied in the individual component. The program is approximately 1 1/2 hours in length and is for Division/Staff Chiefs and Deputies. The seminar was presented this morning (18 January) to 15 DDS&T senior personnel; this afternoon it will be presented to DDP personnel, and DDI personnel will attend on 19 January. On 20 and 21 January the seminar

CONFIDENTIAL

GROUP 1
Excluded from automatic
downgrading and
declassification

will be presented to some 25 mid-level "S" careerists to get their reactions, comments and assistance in tailoring a one-day program for senior Support personnel which will be presented in the near future.

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[] also expressed a desire to work up a program for Logistics officers assigned around the Agency to be presented later in the summer.

6. Around the Table

Office of Communications -- The [] conference site is now in operation. It has already been used three times and bookings are being made rapidly. This site can handle up to 24 people, more than the [] site.

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Office of Medical Services -- January generally is poor from the medical standpoint. This month, so far has been no exception; there are quite a few cases of respiratory illness and infections. Some affect the patient in a more potent fashion than others. Dr. Tietjen recommended that employees who contract such illnesses be ordered home until recovered rather than spread further infection in the office environment.

Office of Training -- OTR is working on the first SWOOP program of the year. This is the student and wives orientation program, the first one being an Office of Communications program -- a three-day orientation for wives at []

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A retirement seminar will be held [] 9 and 10 February.

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Nominations from Directorates for the Senior Seminar will now be accepted until 10 February. The second running has been shortened to nine weeks and there will be no field trips.

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EO-DD/S -- [] noted that correspondence prepared for the signature of Mr. Comby should be in the format: W. E. Colby, Executive Director-Comptroller. (Initials only)

Office of Finance -- Back pay for Wage Board personnel will be paid 4 February.

Office of Logistics -- The West Coast dock strike began again this date. At the present time no word has been received as to the status of negotiations with the union to handle military cargo while the strike proceeds. Mr. Blake also noted that present working arrangements on the East Coast expire 18 February. As of this time no prediction can be made as to whether the East Coast will be subjected to a continuation of the strike.

ADD/S -- Mr. Wattles noted that Office Directors and Staff components of the DD/S Office would receive shortly a memorandum soliciting information in response to an Executive Director-Comptroller request for a report on intra-Agency groups. Addressees should report this information to the DD/S by 27 January 1972. Information about each group should include name, authority for existence, brief description of duties, basis for membership, and present incumbents.

SSA-DD/S -- The Department of State Newsletter has issued a Special Supplement dated January 1972 entitled Employee-Management Relations in the Foreign Service of the United States. It is, in its entirety, the text of Executive Order 11636 and a section-by-section analysis of the Order, together with pertinent transmittal documents. The President signed the Order on 17 December 1971 and it became effective 24 December 1971.

As noted previously, this Executive Order effectively permits unionization of three foreign affairs agencies of the Government--State, USIA and AID with respect to employee-management relations, if so voted by the employees themselves. Those persons having a need for knowledge of the Order in depth are urged to secure a copy of the Special Supplement for study. The main thrust of the Order is quoted from Deputy Undersecretary Macomber's letter to all members of the Foreign Service:

"The principal feature of the employee-management relations system is that in the future the management of each foreign affairs agency must consult with the exclusive representative elected by the Foreign Service employees in that agency with respect to all changes in personnel policies, proposed by either employee representatives or management, which affect working conditions of employees."

Further, "It lays the ground rules for a new era of employee participation in the formulation of personnel policies and procedures which affect the conditions of Foreign Service employment."

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2. Mr. Coffey noted that Mr. Blake was absent to attend the funeral for [redacted] wife. [redacted] was absent to attend the funeral for [redacted] daughter, tragically killed in an automobile accident in North Carolina.

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3. Comments by Chief, Support Vietnam Station. [redacted] said his current job is without reservation the most interesting and challenging one he has ever had. The new Chief of Station, Tom Polgar, will arrive next week. Dave said he has worked for Mr. Polgar in the past--three years in [redacted] which should help in the transfer of the station from Shackley to Polgar. Tom Polgar's view of cutbacks in Support positions is that one should cut back Support only when the apparatus being supported is cut back. Dave did not see Support cuts taking place during the next six months. Both personally and on behalf of the station, Dave thanked those present, especially the Office Heads, for the caliber of Support personnel sent to the station. They are head and shoulders above everyone else there. Support personnel at the station are highly respected and turned to for guidance in their respective fields.

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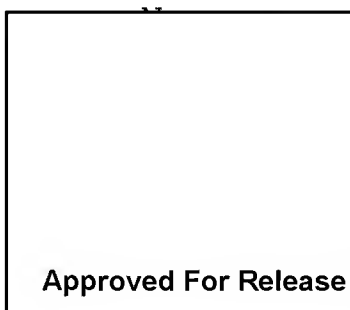
4. Mr. Colby became the Executive Director-Comptroller effective 10 January. [redacted] is working with Mr. Colby; Colonel White and the other two girls are sitting across the hall.

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5. Support Directorate Retirements During January [redacted]

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Civil Service System



Grade & Career Service	Effective Date	Type
GS-14/S	9 Jan 1972	Disability
GS-15/OF	9 Jan 1972	Mandatory
GS-12/OL	9 Jan 1972	Mandatory
GS-14/OS	9 Jan 1972	Mandatory
GS-14/OTR	9 Jan 1972	Optional
GS-09/OF	9 Jan 1972	Mandatory
GS-12/OF	9 Jan 1972	Mandatory

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Civil Service System (Continued)

	<u>Grade & Career Service</u>	<u>Effective Date</u>	<u>Type</u>
CIA	GS-15/OF	9 Jan 1972	Mandatory
	GS-07/S	21 Jan 1972	Optional
	GS-09/OF	21 Jan 1972	Dis. Service
	GS-13/OL	31 Jan 1972	Mandatory
	GS-07/OF	9 Jan 1972	Mandatory
	GS-12/OC	9 Jan 1972	Involuntary
	GS-14/OTR	9 Jan 1972	Mandatory
	GS-12/OC	9 Jan 1972	Involuntary
	GS-09/OF	9 Jan 1972	Voluntary
	GS-11/OL	9 Jan 1972	Involuntary
	GS-13/OF	9 Jan 1972	Mandatory
	GS-14/OC	9 Jan 1972	Voluntary
	GS-14/OL	9 Jan 1972	Involuntary
	GS-16/OL	9 Jan 1972	Voluntary
	GS-13/OF	14 Jan 1972	Voluntary
	GS-14/OL	31 Jan 1972	Mandatory

6. Around the Table

Office of Communications. The working group of the USIB Committee on Communications will meet for the first time on 13 January in the OC conference room. Two items will be discussed:

- a. Explore ways of handling community ideas concerning telecommunications.
- b. Look into the establishment of a permanent committee to handle telecommunications problems.

Office of Medical Services. [redacted] will be assigned as the Medical representative in [redacted] in February [redacted] will leave soon on a medical inspection trip of the Far East. He will be gone approximately five weeks.

The death rate for Agency employees during calendar 1971 was the lowest in a very long period. Also, for three consecutive years, cardiovascular disease has not been the number one cause of death. A factor in this may be OMS attention to the problem and attempts to prevent the disease. Malignancy has been the number one cause for three years.

Office of Training. On 6 January the Director approved another running of the Senior Seminar. It will begin 12 March and run nine weeks. Mr. Coffey noted that he would be asking for nominees circa 1 February.

In the future there will be more attention paid to orientation/training for dependents prior to overseas assignment.

The Office of Training is beginning discussions with the CS concerning the future of the Professional Training Program (PTP). PTP is now down to about 15 candidates per year.

Office of Finance. W-2 forms for employees on vouchered funds will be distributed with 21 January checks. W-2's for employees at Headquarters on unvouchered funds will also be distributed on 21 January. W-2's for employees in the field will be put in envelopes and distributed to operating divisions by 28 January for pouching to the field. OF is in the process of making retro-active adjustments to Wage Board employees salaries. It is hoped that the payments will be completed by 4 February.

Office of Logistics. [redacted] the new Commander of the Agency's combined military reserve unit, announced that the unit will sponsor a presentation on "Greeting the Foreigner" on 17 January at 6:00 p.m. in the auditorium. [redacted] of the Foreign Service Institute will give the presentation which will extend for about 90 minutes. [redacted] recommended the program highly.

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